



Storyboard

Entering a Permanency Plan Ratification Hearing and Order

This storyboard demonstrates how to enter Permanency Plan Ratification Hearing and Order.

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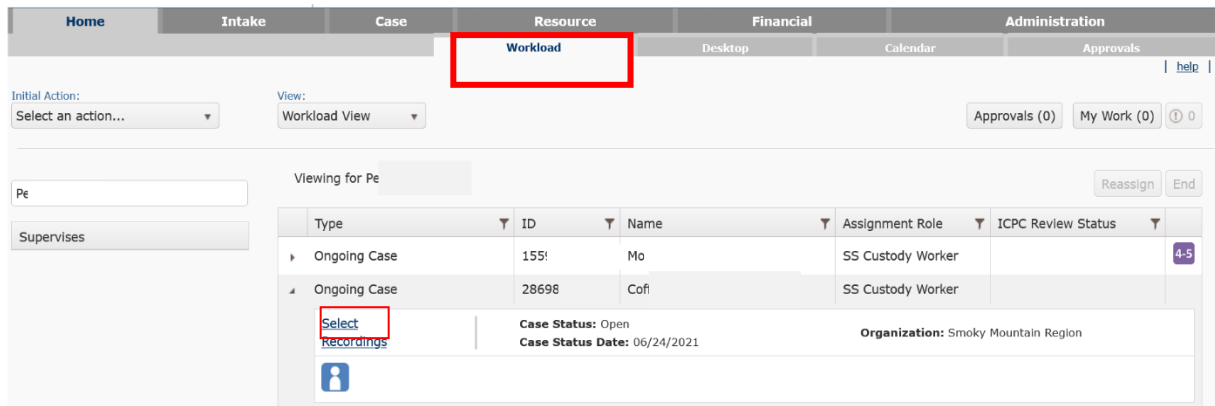
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Entering a Permanency Plan Ratification Hearing and Order

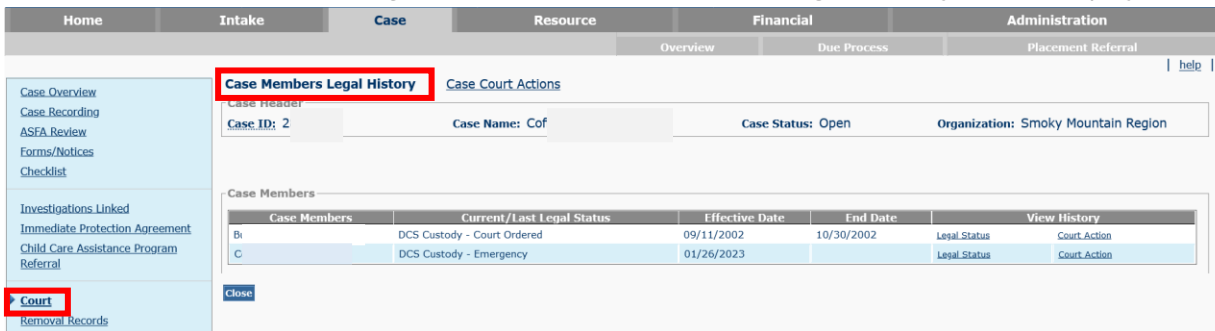
Permanency Plan Ratification is entered as a Hearing and a Court Order. The Hearing must be entered before the Court Order. The Order or Ratification must be linked to the Hearing. Failure to do so will result in the child being listed on a report stating this has not been done. The Court Order would have to be marked in error then linked once the Hearing is entered.

Locating the Hearing and the Court Order

1. From the **Workload** screen, click **Select** for the appropriate family case, the **Case Overview** screen displays



2. Click **Court** in the blue left navigation bar. The **Case Members Legal History** screen displays



3. Click **Case Court Actions** tab, the **Case Court Actions** screen displays

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Case Members Legal History **Case Court Actions**

Case Header
Case ID: 28 Case Name: Cof Case Status: Open Organization: Smoky Mountain Region

Court Actions Search Criteria
Court Action Category: [Dropdown]
Action Concerning: [Dropdown]
From: [Date Picker] To: [Date Picker]
Sort Results By: Mapping Default Include Marked In Error

Search Clear Form

Court Actions History
Result(s) 1 - 4 of 4 Page 1 of 1

	Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
select amend	12/07/2021	Pleading Petition	Termination of Parental Rights	J-1750	Cof	
select link court action	08/23/2022	Court Order	TPR Order	J-1750	Cof	
select link court action	01/26/2023	Court Order	Custody Removal (Initial)	Co		
select amend	05/23/2024	Pleading Petition	Termination of Parental Rights	2023-JV-4-TPR	Cof	

Action Category: Mapping Default **Add Action**

4. Click **Search**; the **Court Actions History** grid displays
5. If the **Court Order** has been entered, but not the **Hearing**
 - a. Click **select** on the row of the Court Order, the **Court Order Details** screen displays
 - b. Check **Order has been Marked in Error** box at the bottom of the screen
 - c. Click **Apply**
 - d. Click **Close**, the **Case Court Actions** screen displays. The **Marked in Error Court Order** is no longer listed
6. If the **Hearing** has been entered, but not the **Court Order**, skip the "Entering the Hearing" section of this storyboard

Entering the Hearing

1. In **Action Category**, select **Create Hearing** from the drop-down
2. Click the **Add Action** button; the **Hearing** screen displays

Case > Workload > Court > Hearing Information | help

Case Header
Case ID: 2 Case Name: Cof Case Status: Open Organization: Smoky Mountain Region

Hearing Court Information

Hearing Information
Court Docket #: [Text] Created: [Text] Last Modified: [Text]

Hearing Type: * Permanency Plan Ratification Date Order Filed With Court Clerk: 10/02/2024

Hearing Begin Date	Hearing End Date	Marked in Error	Was QRIP reviewed by Court/Judge?	Did Court/Judge approve the QRIP setting?
Add Hearing Segment				

Hearing Concerning Child(ren)
Case Members: Cof, Cof, Rox, Rox, Rox
Hearing Concerning Child(ren): Cof

Marked In Error: Marked By: Error Date:

Apply **Save** **Cancel**

3. Enter **Court Docket #** (if this information is used by your Court)
4. For **Hearing Type**, select **Permanency Plan Ratification** from the drop-down

5. Enter **Date Order Filed with Court Clerk**
- Note:** skip **Add Hearing Segment** section for now
6. Select **Hearing Concerning Child(ren)** and click **Add>** button
7. Click **Apply**. Disregard error message concerning county and court
8. Click **Court Information**, the **Court Information** screen displays

Case > Workload > Court

-Case Header

Case ID: 28 Case Name: Coff Case Status: Open Organization: Smoky Mountain Region

Hearing | **Court Information**

-Court-

County:* Clalborne Out Of State

Court:* Clalborne County Juvenile Court

Judge Name: Ayers, Joseph

Court Address: 173 PO BOX

City: TAZEWELL

State: Tennessee Zip Code: 37879

-Representative-

Type: Name: Represents:

Representative Type	Name	Represents

9. Enter **County**
10. Enter **Court**
11. Enter **Judge Name**
12. In the **Representative** grid, select **Type**
13. For **Representative>Name** click **Add**; More representatives can be added
14. Click **Apply**- Disregard error concerning Hearing Segment
15. Click **Hearing** tab, the **Hearing** screen displays

Adding the Hearing Segment

1. Click the **Add Hearing Segment** box, the **Hearing Segment Details** screen displays

Case Header

Case ID: 2 Case Name: Coff Case Status: Open Organization: Smoky Mountain Region

Hearing Segment Details

Court Docket #:

Created: Last Modified: 10/14/2024

Hearing Begin Date: * Hearing End Date:

Was QRTP reviewed by Court/Judge? Did Court/Judge approve the QRTP setting?

Narrative:

5000

Court Hearing Attendees

DCS Representative:

Case Members:

Non Attendees	Attendees
<input type="text"/>	<input type="text"/>

Others In Attendance:

200

Hearing Segment has been Marked In Error

2. Enter **Hearing Begin Date**
3. Enter **Hearing End Date**

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4. Add **Narrative**, as needed
5. For **DCS Representative**, click **Person Search**, locate, and “**choose**” a person
6. For **Case Members**, select persons from the **Non-Attendees** box and click the **Add>** button
7. Add **Others in Attendance**, as needed
8. Click **OK**, the **Hearing Information** screen displays with the **Hearing Segment** listed

Case > Workload > Court > Hearing Information

Case Header
Case ID: 28 Case Name: Cof Case Status: Open Organization: Smoky Mountain Region

Hearing Court Information

Court Docket #: Created: Last Modified:

Hearing Type: * Permanency Plan Ratification Date Order Filed With Court Clerk: 10/02/2024

Hearing Segment(s)

select	Hearing Begin Date	Hearing End Date	Marked in Error	Was QRTP reviewed by Court/Judge?	Did Court/Judge approve the QRTP setting?
10/02/2024	10/02/2024		No		

Add Hearing Segment

Hearing Concerning Child(ren)

Case Members: Cof, Cof, Hel, Hel, Cof

Hearing Concerning Child(ren): Cof

Marked In Error: Marked By: Error Date:

Apply Save Cancel

9. Click **Save**, the **Case Court Actions** screen displays

Your data has been saved. close confirmation

Case Members Legal History **Case Court Actions**

Case Header
Case ID: 28 Case Name: Cof Case Status: Open Organization: Smoky Mountain Region

Court Actions Search Criteria

Court Action Category: Action Concerning: From: To: Sort Results By: Mapping Default Include Marked In Error

Search Clear Form

Court Actions History

Result(s) 1 - 5 of 5 Page 1 of 1

select	link court action	Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
amend	link court action	12/07/2021	Pleading Petition	Termination of Parental Rights	J-1750	Cof	
select	link court action	08/23/2022	Court Order	TPR Order	J-1750	Cof	
select	link court action	01/26/2023	Court Order	Custody Removal (Initial)		Cof	
select	link court action	05/23/2024	Pleading Petition	Termination of Parental Rights	2023-JV-4-TPR	Co	
select	link court action	10/02/2024	Hearing	Permanency Plan Ratification		Cof	

Action Category: Create Hearing Add Action

Close

Linking the Court Order

1. Click **link court action** on the row of the **Permanency Plan Ratification** court action, the **Hearing Information** screen displays

TFACTS Storyboard- Entering a Permanency Plan Ratification Hearing and Order

Case > Workload > Court > Hearing Information | help

Case Header
Case ID: 2 Case Name: Coff Case Status: Open Organization: Smoky Mountain Region

Hearing Court Information

Hearing Information
Court Docket #: Created: 10/14/2024 Last Modified: 10/14/2024

Hearing Type: * Permanency Plan Ratification Date Order Filed With Court Clerk: 10/02/2024

Hearing Segment(s)

Hearing Begin Date	Hearing End Date	Marked in Error	Was QRTP reviewed by Court/Judge?	Did Court/Judge approve the QRTP setting?
select 10/02/2024	10/02/2024	No		

Hearing Concerning Child(ren)

Case Members
Coff
Coff
Helt
Helt
Coff

Hearing Concerning Child(ren)
Coff

Marked Error
Marked In Error: By: Date:

Link Court Action: [View Linked Actions](#)

2. In **Link Court Action** drop-down, select **Order**
3. Click the **Add Action** button, the **Court Order Details** screen displays

Case > Workload > Court | help

Case Header
Case ID: 2 Case Name: Coff Case Status: Open Organization: Smoky Mountain Region

Court Order Details Court / Attorney Info

Court Order # Court Order and Other Types: * Ratification of Permanency Plan (1st 60 days)

Court Order Concerning *

Case Members
Blair
Cof
Cof
Cof

Person(s)
Coff

Date Order Signed: + * 10/02/2024

Date Order Received By DCS: 10/04/2024

Was QRTP reviewed by Court/Judge? Certified Copy Received:

Did Court/Judge approve the QRTP setting?

Special Court Instructions:

Spell Check Clear Add

Adjudication / Finding

Child	Adjudication	Adjudication Date	Finding	Finding Date
<input type="button" value="Add Adjudication / Finding"/>				

Legal Status

Child	Legal Status	Effective Date	End Date
<input type="button" value="Add Legal Status"/>			

Order has been Marked in Error Marked By: Error Date:

Entering Court Order Details

1. Enter **Court Docket #**, as needed
2. For **Court Order Type**, select **Ratification of Permanency Plan (1st 60 days)**
3. For **Court Order Concerning** select person(s) from the Case Members box and click **Add>**, the selected person(s) are moved to the Person(s) box
4. For **Date Order Signed**, enter the Court Date
5. Enter **Date Order Received by DCS**
6. Enter **Special Court Instructions**, as needed

7. Click **Apply**.

Entering the Adjudication/Finding

1. Click the **Add Adjudication/Finding** button, the **Adjudication/Finding** screen displays

Case > Workload > Court

Case ID: 28 Case Name: Cof Case Status: Open Organization: Smoky Mountain Region

Adjudication / Court Findings Details

Person Concerning: Cof

Adjudication Information

Adjudication Type: Dependent/Neglect Adjudication Date: 10/04/2024

Finding: Reasonable Efforts Order Finding Date: 10/04/2024

Comments:

ASFA Court Order Language

A. Reasonable Efforts are being made to achieve permanency Yes

B. Reasonable Efforts are not being made No

C. Reasonable Efforts are NOT required Yes

Reason:

Assign To:

OK Cancel

2. Select **Person Concerning**
3. Only enter **Adjudication Type** and **Date** if there was an Adjudication change made in this Order
4. For **Finding**, select **Reasonable Efforts Order** from the drop-down
5. For **Finding Date**, enter the hearing date
6. Answer the **ASFA Court Order Language** questions
7. Click **OK**, the **Court Order Details** screen displays

Case > Workload > Court

Case ID: 28 Case Name: Coff Case Status: Open Organization: Smoky Mountain Region

Court Order Details / Court / Attorney Info

Court Order and Other Types: Ratification of Permanency Plan (1st 60 days)

Date Order Signed: 10/02/2024 Date Order Received by DCS: 10/04/2024

Adjudication	Finding	Finding Date
4832	Reasonable Efforts Order	10/04/2024

Apply Save Cancel

8. Click **Save**, the **Case Court Actions** screen displays

TFACTS Storyboard- Entering a Permanency Plan Ratification Hearing and Order

The screenshot displays the TFACTS Case Court Actions page. The interface includes a sidebar with navigation options such as 'Case Overview', 'Case Records', and 'Court'. The main content area features a search form for Court Actions, a table of results, and an 'Add Action' button. The 'Sort Results By' dropdown is set to 'Date (Descending)'. The table shows several actions, including a 'Hearing' on 10/02/2024 for 'Permanency Plan Ratification'.

Result(s)	Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
181831	10/02/2024	Hearing	Permanency Plan Ratification		Cof	
181831	10/02/2024	Court Order	Ratification of Permanency Plan (Lat 60 days)		Cof	
181831	05/23/2024	Pleading Petition	Termination of Parental Rights	2023-294-TPR	Cof	
181831	01/24/2023	Court Order	Custody Removal (Initial)		Cof	
181831	08/23/2022	Court Order	TPR Order	1-1750	Cof	
181831	12/07/2021	Pleading Petition	Termination of Parental Rights	2-1750	Bar	

- In **Sort Results By**, select **Date (Descending)** and click **Search** to see both the **Hearing** and the **Court Order**.

“You have completed this storyboard.”